

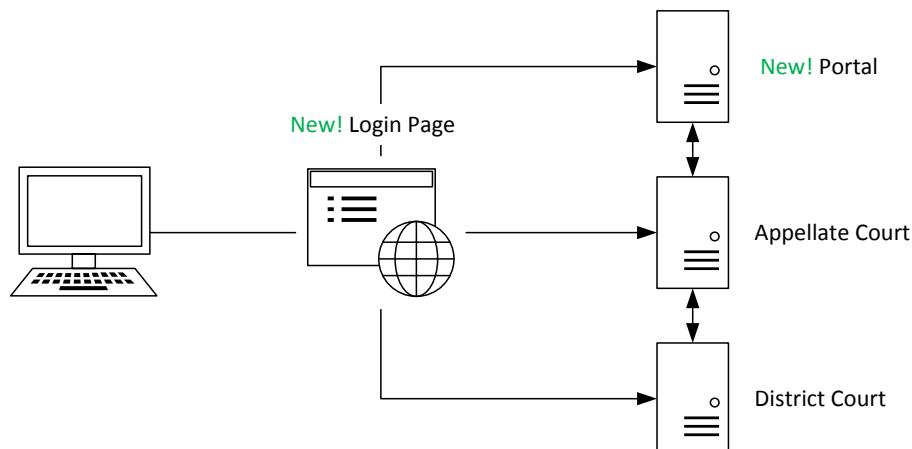
**Date:** December 14, 2016

**Subject:** Enhancements to the eFile Systems

On Thursday December 15, changes will be made to improve usability for filers that work in both Appellate Court and District Court eFile systems.

## Overview of Enhancements

1. If you reset your password, that change will be made across all eFile systems at once.
2. If you change any account information, it will be changed across all eFile systems.
3. If you use both Court eFile systems, you will be able to switch between them seamlessly, without logging in a second time.
4. A new Portal, where you can:
  - a. Register for a new account
  - b. Make changes to your profile
  - c. Switch between the Appellate and District eFile systems without having to re-login
  - d. Set a default Court system (Appellate or District). If you set a default, it will open automatically when you log in, bypassing the new Portal.



5. A new URL which links to a new login page. <https://www.iowacourts.state.ia.us/efilingportal> You will log on with your current user name and password.

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**Note:** If you choose, you do not need to use the new URL and login page. You may continue to use the existing URLs and logins because they are not being removed.

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### Accessing the New Login Page and Portal

1. Click on this link: <https://www.iowacourts.state.ia.us/efilingportal> The login page displays.
2. Login with your existing User Name and Password.



The screenshot shows the login page for the Iowa Judicial Branch eFiling Portal. The header includes the Iowa Judicial Branch logo and the text "Administering Justice under the law equally to all persons." The main content area features a welcome message on the left and a login form on the right. The welcome message states: "Welcome to the electronic filing portal for Iowa attorneys and citizens. This portal will enable you to file court documents to the following participating courts: Appellate Court, District Trial Court." The login form includes fields for "User Name:" and "Password:", a "Log In" button, a "Forgot Your Password?" link, and a "Request Account" button.

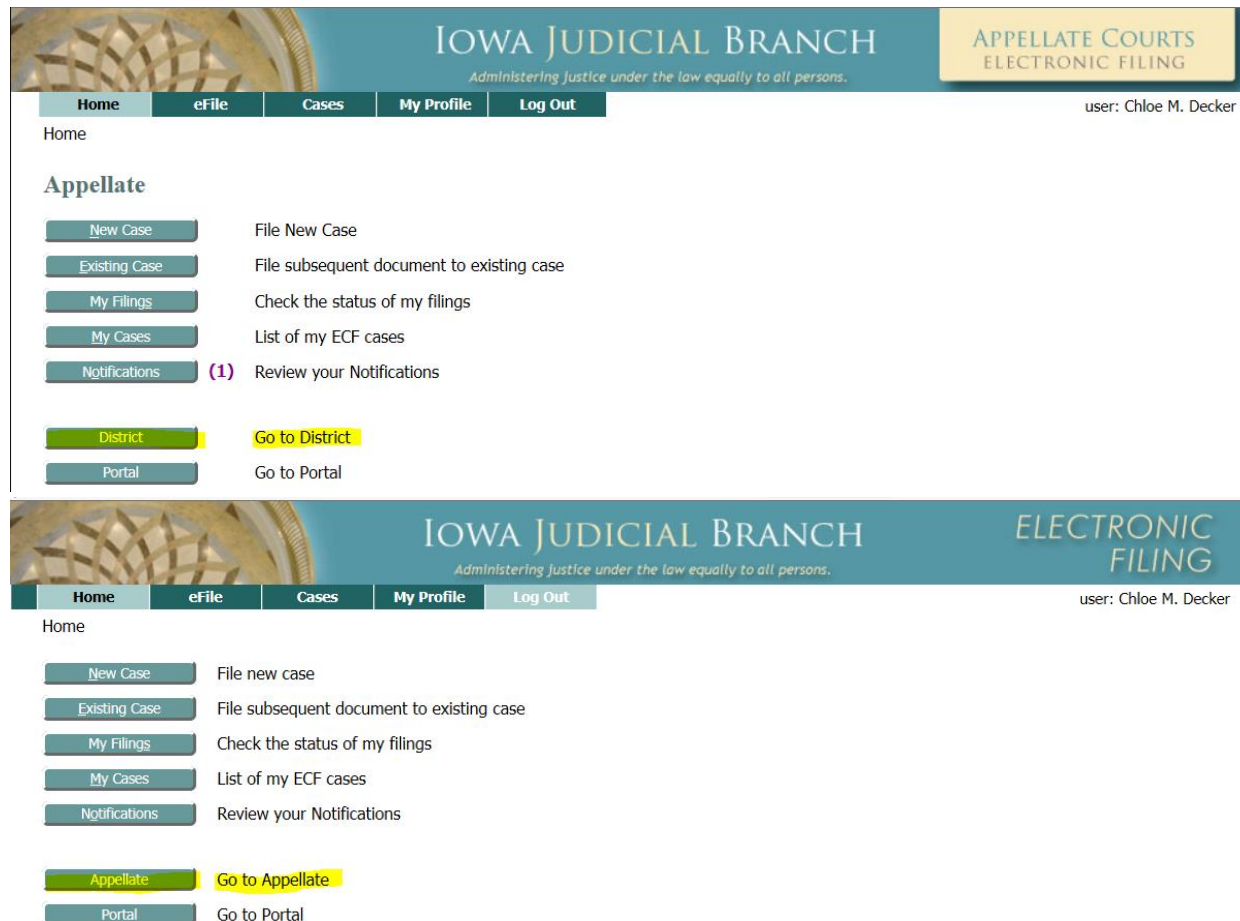
3. The Portal displays. You can select a Court system or the My Profile tab.



The screenshot shows the home page of the Iowa Judicial Branch eFiling Portal. The header includes the Iowa Judicial Branch logo and the text "Administering Justice under the law equally to all persons." The main content area features a navigation bar with tabs for "Home", "My Profile", and "Log Out". Below the navigation bar, there are buttons for "Appellate" and "District" court systems. The user's name, "user: Chloe M. Decker", is displayed in the top right corner.

## Switching Between the Systems

Two buttons have been added to the Court system home pages to make switching between systems easier: one links to the other system, and one links to the Portal.



The first screenshot shows the 'Appellate' section of the Iowa Judicial Branch eFile system. The header includes the Iowa Judicial Branch logo and the text 'Administering Justice under the law equally to all persons.' The navigation bar has links for Home, eFile, Cases, My Profile, and Log Out. The user is identified as Chloe M. Decker. The 'Appellate' section lists several options: New Case (File New Case), Existing Case (File subsequent document to existing case), My Filings (Check the status of my filings), My Cases (List of my ECF cases), and Notifications (Review your Notifications, with a notification count of 1). There are also buttons for District (Go to District) and Portal (Go to Portal).

The second screenshot shows the 'District' section of the Iowa Judicial Branch eFile system. The header and navigation bar are identical to the first screenshot. The 'District' section lists the same options as the 'Appellate' section, but with a 'Go to Appellate' button instead of a 'Go to District' button. The 'Portal' button remains 'Go to Portal'.

## Password and Account Information Changes Simplified

If you use the "Forgot Your Password" link on any login screen, or change your account information in any system, the change will be applied to all systems. You will not have to make the change again.

## Existing URLs and Login Pages Can Still Be Used

You can continue to use your existing Favorites and shortcuts because they are not being removed.

- District <https://www.iowacourts.state.ia.us/efile>
- Appellate <https://iowacourts.state.ia.us/acp>